

EDUCATION PROGRAM DIRECTOR III

DESCRIPTION OF WORK

This is administrative work in directing a large, comprehensive educational program. Employees serve as state directors in such varied and complex program areas as federal-state relations, occupational education, and educational media. Work involves planning curriculums, budgets, and use of personnel, coordinating activities of sections with other divisions or the federal government; rendering technical consultation to local school units or other educational divisions; and formulating major policies and procedures of the division. Work is performed independently under general guidelines established by federal and state law and is under the direction of an Assistant State Superintendent. Work is reviewed through periodic conferences to determine overall effectiveness of the program area.

EXAMPLES OF DUTIES PERFORMED

Directs a program designed to aid local school units in selecting, organizing, producing and utilizing audio-visual techniques and equipment, and library resource materials.

Supervises a statewide program of in-school television courses including assisting schools in using the courses offered, recommending to local units the development of local television systems, and coordinating in-service training programs offered by educational televisions.

Directs an evaluation program of all proposed state textbooks and other periodicals and compiles bibliographies and other informational data on publications reviewed.

Sponsors conferences and workshops at the local, state, and regional levels.

Coordinates the activities of the state educational programs with the Department of Health, Education, and Welfare, including the reviewing of proposed projects, recommending changes to be made, and representing the state agency in Washington.

Disseminates information pertaining to policies, plans, and programs for federally funded projects to local school units and other state agencies which have educational programs.

Plans, coordinates, and supervises the work of a large professional staff of education consultants in the state's occupational education program; directs the curriculum development and evaluation of occupational education in the state's school system.

Prepares and reviews the State Plan for Occupational Education; prepares administrative memoranda for state and local administrators; allocates state and federal funds for occupational education.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Thorough knowledge of educational trends, developments, and instructional techniques.

Thorough knowledge of federal laws and guidelines as they pertain to the state's educational program.

Thorough knowledge of administrative techniques and the organization of the present educational system in the state.

Ability to plan, organize, and implement a statewide program in public education.

Ability to delegate complex professional assignments to subordinates and evaluate their work.

Ability to establish effective working relationships with federal officials, public school teachers and administrators, subordinates, and the general public.

NC 03523

Minimum Education and Experience

Master's degree in education or the special field to which assigned and six years of experience in public education, including a minimum of four years in an administrative capacity; or a doctoral degree in education or the special field to which assigned and four years experience in public education including three years in an administrative or supervisory capacity; or an equivalent combination of education and experience.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DIVISION

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